

BICYCLE AND PEDESTRIAN
ADVISORY COMMITTEE
CHARTER

1. There is created within the Washington State Department of Transportation a Bicycle and Pedestrian Advisory Committee to advise the department on non-motorized transportation facilities, matters, and programs.
2. The purpose of the Committee is to assist and advise the department in planning and developing non-motorized facilities and programs.
3. The Committee shall consist of:
 - a. Seven interested bicyclists and non-motorized experts appointed by the Secretary of Transportation; from a list of candidates who have submitted a letter and resume to the Bicycle and Pedestrian Program Manager in response to a public announcement about open positions on the Committee. Each such citizen member shall be a resident of one of the six regions of the state as defined by the Department of Transportation. Three members will represent the Puget Sound Area.
 - b. One representative of the Washington State Association of Counties, one representative of the Association of Washington Cities.
 - c. One representative of the Department of Transportation (namely the state Traffic Engineer), one representative of the Department of Transportation representing each Region Administrator, more specifically, the Region Bicycle and Pedestrian Coordinator, one representative from the Department's Transportation Planning Office and the Bicycle and Pedestrian Program Manager. All Department representatives will serve as ex officio members of the Committee.
4. Terms of the members appointed under section 3(a) above shall commence on January 1 of the year of appointment and shall be for three years or until a successor is appointed; except in the case of appointments to fill vacancies, which shall be for the remainder of the term.
5. Members of the Committee appointed under section (3) (a) and (c) shall be reimbursed for travel expenses as provided in RCW 43.03.060 as now or hereafter amended. Expenditure under this subsection shall be from the funds set aside for non-motorized facilities as created by RCW 47.30.

6. The Committee shall meet at times and places fixed by the Committee, subject to the concurrence of the Department of Transportation. The Committee shall not meet less than three each year and additionally as required by the Committee chairman or by majority vote. The chairman of the Committee shall be chosen under rules adopted by the Committee from those members appointed under 3(a) above.
7. The Washington State Department of Transportation shall provide a recording secretary to the Committee. The recording secretary and ex officio members shall be nonvoting members.
8. The Committee shall adopt rules and bylaws to govern its proceedings.

OPERATING BYLAWS
OF THE
BICYCLE AND PEDESTRIAN
ADVISORY COMMITTEE

As required by the Department of Transportation, the Bicycle and Pedestrian Advisory Committee (Committee) has adopted the following operating bylaws. The three major elements of the operating bylaws are goals, bylaws, and standard operating procedures (SOP).

Goals represent broad policy statements by the Committee in support of the directives, applicable state statutes, and the Washington Administrative Code. Bylaws represent strict guidelines on how the Committee governs its functions, its actions, its business, and are not usually subject to short-term changes. Standard operating procedures are the way in which the Committee conducts some of its business, chiefly that which is short term in nature and often involves public participation.

It is the intent of the Department to encourage the greatest degree of citizen participation possible in the Department's non-motorized program including the Bicycle and Pedestrian Advisory Committee members, bicycle clubs in Washington, and other interested parties and organizations. It is the Department's intent to encourage communication and cooperation with all non-motorized interests.

ARTICLE 1

SECTION 1. It is the intent of the Committee to review the various state and local regulations and Department non-motorized policies and provide advice thereon.

SECTION 2. It is the intent of the Committee to promote bicycling and walking as viable modes of transportation and the development of the most efficient, economical, and equitable system of non-motorized programs, and to monitor the allocation of funds to non-motorized facilities throughout the State of Washington.

Section 3. It is the intent of the Committee to promote the highest degree of impartiality and objectivity possible in the conduct of members relative to all Committee activities. It shall be the duty of all members to represent bicyclists, pedestrians and equestrians of the entire state and not any specific region or geographical area.

Section 4. It is the intent of the Committee to comply with all Department policies relating to citizen participation particularly with reference to the conduct of the advisory Committee.

ARTICLE II

SECTION 1. PURPOSE of the Bicycle and Pedestrian Advisory Committee is to:

- A. Advise the Department of Transportation regarding the administration of the funds under RCW 47.30 Trails and Paths.
- B. Recommend policies affecting non-motorized transportation.
- C. Assist the Department in the development of non-motorized facilities and programs by working closely with the Bicycle and Pedestrian Program Manager, the Region Bicycle and Pedestrian Coordinators, project designers and others.
- D. Review the State Transportation Improvement Plan, policy and planning documents, legislation, and other documents related to non-motorized transportation.

SECTION 2. Relationship to the Department.

- A. The Committee's actions shall not be binding upon the Department.

Section 3. Department Responsibility

- A. The Department has a responsibility to provide information on programs, projects, policy revisions, and other items to the Committee in a timely manner for their review and comment.
- B. The Washington State Department of Transportation shall provide a recording secretary to the Committee and prepare draft minutes of the meeting.

SECTION 4. Travel Reimbursement. Citizen members of the Committee shall be reimbursed for travel costs as provided in RCW 43.03.060 as amended. Reimbursable travel costs include transportation expenses by least expensive, appropriate mode from home to meeting location and per diem (actual lodging costs and meal allowances) not to exceed established rates as listed for department employees in directive D13-50. Only necessary and reasonable travel expenses, including miscellaneous expenses such as ferry fares and parking, directly incurred for official state business will be reimbursed.

SECTION 5. Meetings - Number.

- A. The Committee shall meet at times and places fixed by the Committee and concurred with by the Department. The Committee shall meet not less than three times each year and additionally as requested by Committee Chair or by majority vote of the Committee.

- B. Meetings will normally not be held in the same Region in succession.
- C. Notice of the meetings will be sent to selected members of the Department, Legislature, local agencies, and to the Bicycle Alliance of Washington, state bicycle clubs, and individuals on the mailing list.
- D. Copies of the minutes prepared by the Department will be distributed to those on the mailing list established in 5 C above.

Section 6. Selection of the Chair. The Chair of the Committee shall be chosen under rules adopted by the Committee from members of the Committee.

Section 7. Governing Rules. Robert's Rules shall serve to govern the Committee's proceedings or as modified herein.

Section 8. Membership. Membership on the Committee shall consist of:

- A. Seven interested bicyclists and/or non-motorized experts, appointed by the Department; the intent is that members live in one of the geographic areas coinciding with the six regions established for Department administration. Three members will represent the Puget Sound Area

(Members may designate an alternate if unable to attend a meeting; the designated alternate assumes the powers of the appointee.)

- B. One representative from the Department, more specifically the Traffic Engineer, one representative of the Department of Transportation, representing each Region Administrator, more specifically the Region Bicycle and Pedestrian Coordinator, one representative from the Department's Transportation Planning Office and the Bicycle and Pedestrian Program Manager. All Department representatives will serve as ex officio members of the Committee.
- C. One representative each from the Association of Washington Cities and Washington Association of Counties to be appointed by the directors of those associations. The representatives from the Association of Washington Cities and the Washington Association of Counties have the same voting privileges, rights, and responsibilities, as do the appointed members of the Committee.
- D. The recording secretary and ex officio members shall be nonvoting members of the Committee.

- Section 9. Term of membership. Terms of citizen members shall begin on the first day of the month and year of their appointment and shall be for three years. Appointments to fill vacancies shall be for the remainder of the term.
- Section 10. Officers - Identified. Officers of the Committee shall consist of a Chair and a Vice-Chair.
- Section 11. Officers - Elections. Elections of officers shall be held annually at the first regular meeting of the Committee.
- Section 12. Officers - Terms. Officers may serve consecutive one-year terms if so elected.
- Section 13. Officers - Duties - Responsibilities. The duties and responsibilities of the Committee officers are as follows:
- A. Chair:
 - 1. Call special meetings as appropriate.
 - 2. Chair meetings.
 - 3. Appointment special committees as necessary.
 - 4. Maintain close coordination and communication with Department staff.
 - 5. Serve as liaison with all Washington state bicycling organizations.
 - 6. Serve as liaison with counterparts in other states.
 - 7. Request resignation of any Committee member having more than one unexcused absence from a meeting.
 - B. Vice-Chair: In the absences of the chair, the vice-Chair's duties and responsibilities are the same as the Chair.
- Section 14. Chair - Voting. As provided in Robert's Rules, the Chair, as a member of the Committee, can vote as any other member.
- Section 15. Executive Session. Executive sessions of the Committee shall occur solely for the purpose of acting on issues relating to Committee performance. Attendance at such meetings shall be limited to Committee members and staff only.

Section 16. Opportunity for Public Comment. Each of the meeting agendas will provide a time for comment by interested citizens.

Section 17. Amendment of Bylaws. Members of the Committee, by majority vote, may adopt, amend or repeal the bylaws; the proposed change must be submitted to the chair of the Committee and to the Bicycle and Pedestrian Program Manager at least three weeks prior to the date of the meeting at which the members will act on the proposed change.